



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

May 14, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-62

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for Fiscal Year 2003 ends June 22, 2003, with payroll direct deposits and checks for the June 27, 2003 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all Fiscal Year 2003 payroll transactions will be processed through ISIS HR for pay period ending June 22, 2003.

All J5 rejects in AFS for the June 27, 2003 payday and for off-cycles processed through Thursday, June 26, 2003 must be corrected (in PEND3 status) by 9:00 a.m., Monday, June 30, 2003 in order to be charged to Fiscal Year 2003 in AFS.

Off-cycle processing for Fiscal Year 2003 must be processed through the system no later than Friday, June 27, 2003. All reversals or payments dated in FY03 processed after payroll lock out on June 23, 2003 and any off-cycle payments processed after the deadline of June 27, 2003 will be charged to Fiscal Year 2004 in AFS. **NOTE: The off-cycle workbench will be locked Saturday, June 28, 2003 through Monday, June 30, 2003.**

Friday, June 27, 2003 off-cycles will post to AFS the night of Monday, June 30, 2003. All J5 rejects in AFS for this off-cycle must be corrected (in PEND3 status) by 9:00 a.m., July 1, 2003, and will require OSUP to obtain OSRAP's approval to post to the 13th period for Fiscal Year 2003 in AFS.

If you have any questions concerning the information above, please contact a member of the Benefits and Financial Administration Unit at (225):

Paula Rotolo	342-5377	Angel Vernon	342-5344
Penny Jones	342-5354	Orneatha Wright	342-5357
Angela Woods	342-5345		

JWC:ACV